

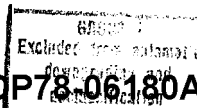
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2 DEC 1969

ACTING SPECIAL ASSISTANT FOR CLINICAL ACTIVITIES

Duties and Responsibilities

1. Responsible for reviewing those medical files on employees being proposed for supergrade promotion, honor awards, employees being considered for detail to the White House, National Security Council, and the Office of the DCI. Favorable disposition is rendered in those cases without significant medical findings. Questionable cases are referred to D/MS.
2. Responsible for preparation and release of Reports of Employee Emergency notices.
3. Coordinate the medical scheduling and activities on behalf of the Office of Medical Services regarding Personnel Evaluation Board cases.
4. Prepare visual aid material which is used by D/MS and other OMS representatives in presenting briefings, conferences and seminars.
5. Prepare and maintain various OMS workload estimates and statistics.
6. Process and coordinate with appropriate clinical element of OMS requests for waiver of medical standards and prepare necessary correspondence.
7. Supervise the medical action group system and maintain duty roster for same.
8. Coordinate the scheduling and physical examination arrangement for senior officials who are at headquarters from overseas on TDY, and those senior officials of interest to the D/MS.
9. Prepare correspondence and medical summaries on behalf of or for D/MS.



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10. Attend various meetings of Personnel Evaluation Board, Clinical Review Board, Board of Medical Examiners and others as required.
11. Act as administrative advisor to the Board of Medical Examiners.
12. Liaison with the Office of the Director of Personnel on matters of mutual interest to include Congressional and Special Interest cases, waivers, medical disqualifications, workload forecast, correspondence, etc.
13. Brief the Director of Medical Services on cases and matters relating to the Office of the D/MS.
14. Provide administrative support to the Clinical and Selection Processing Division and Psychiatric Staff on clinical matters.
15. Review medical files and render advice to various Agency components regarding assignment planning of employee.
16. Monitor and expedite processing of Medical Disability and Fitness-for-Duty cases.
17. Perform other duties relating to OMS clinical activities as directed by D/MS.

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